

6 July 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Vital Documents - Assistant Comptroller Desk

1. In reviewing Cover No. 207, Working Funds and Reimbursements, of the Vital Documents files it was noted that almost all of the file represents copies of transmittal letters to other Agencies. Since it is doubtful if these would serve any useful purpose in the event of an emergency, it was decided to make a complete check of the file, the criteria followed for transmitting information to the Vital Documents Repository, and to determine what should be forwarded to the Repository.

2. The file is arranged alphabetically by Agency starting with the Department of Agriculture and ending with the White House. The bulk of the correspondence consists merely of copies of letters used to transmit checks to the respective Agencies. These date back to 1950 in some instances. By-and-large they serve no useful purpose, in the opinion of the undersigned, other than to indicate that a particular billing had been paid. It is felt that this does not constitute sufficient justification to continue this processing task.

3. It is consequently recommended that effective 1 July 1960 the process of forwarding copies of letters transmitting checks to other Agencies be discontinued and those presently at the Vital Documents Center be recalled and destroyed. It is further recommended that only copies of basic memorandums of agreements, commitment letters, quarterly status of funds reports received from other Agencies, and reports relative to settlement of [REDACTED] be forwarded to the Vital Documents Center. None of these documents should be retained in the Vital Documents Repository after the expiration of the work outlined in the basic memorandum agreement or commitment letters.

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[REDACTED]
Assistant Comptroller

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CONCUR: [REDACTED]
Records Management Officer

6 July 1960
Date

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APPROVED: [REDACTED]

Deputy Comptroller

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Date

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